DOCUMENT RESUME

ED 407 994 JC 970 336

AUTHOR	Findlen, George L.
TITLE	Documenting Faculty Credentials in Technical Colleges for Accreditation.
INSTITUTION	Western Wisconsin Technical Coll., La Crosse.
PUB DATE	97
NOTE	19p.
PUB TYPE	Guides - Non-Classroom (055) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Accreditation (Institutions); Accrediting Agencies; Credentials; *Database Design; Databases; Educational Quality; Faculty; *Institutional Evaluation; *Technical Institutes; Two Year Colleges
IDENTIFIERS	Wisconsin

ABSTRACT

This document contains a set of materials to help technical colleges preparing for an accreditation visit. Although the details come from the Wisconsin Technical College System and pertain to the North Central Association (NCA), they can be modified to fit the circumstances of technical colleges in other states and in other regional accrediting associations. To prepare for an accreditation visit, therefore, the college needs to look anew at their faculty's credentials to determine if they meet the accrediting association's standard. The materials include the following: (1) a cover letter, highlighting the upcoming NCA accreditation visit, asking faculty for details about their credentials; (2) a survey form which accompanied the cover letter for faculty to record their credential information, so as to allow the college to determine which faculty members fulfill the agency's requirements; (3) the structure of a Microsoft Access database into which survey data was entered, which is supplied in order to permit readers of this document to replicate it; (4) a sheet which describes the fields used in the database; and (5) sample data from four fictitious faculty. (HAA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 407 994

DOCUMENTING FACULTY CREDENTIALS IN TECHNICAL COLLEGES FOR ACCREDITATION

Dr. George L. Findlen, Dean
General Educational and Educational Services
Western Wisconsin Technical College
La Crosse, WI 54602-0908

BEST COPY AVAILABLE

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

G. L. Findlen

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC).

JC 970 336

DOCUMENTING FACULTY CREDENTIALS IN TECHNICAL COLLEGES FOR ACCREDITATION

Dr. George L. Findlen, Dean
General Educational and Educational Services
Western Wisconsin Technical College
La Crosse, WI 54602-0908

Many technical colleges were once part of a state system of technical institutes which had faculty certification or licensure requirements. Modeled on the certification / licensure requirements of the public school world--which in some states they were part of--faculty had to take specific courses, by title, to get certified / licensed. Since most faculty did not have this course work at the time they were hired, they received provisional certification until they could take the requisite courses. Certification / licensure requirements are always stated in minimums, and the minimum degree requirement at technical institutes most commonly has been the baccelor's degree. In some states, work experience substituted for the baccelor's degree in certain cases. In almost all states, the faculty hired had to have a required number of hours of experience doing the job they now taught students to do. This work experience was the core requirement for faculty certification / licensure.

Technical institutes had job training for immediate entry into the workforce as their mission. Thus, they did not offer course work intended for transfer to baccalaureate institutions, and their certification / licensure requirements did not reflect the values of those institutions. They were proud members of the "post-secondary" community, not members of the "higher education" community.

Since the early 1980's, many technical institutes became technical colleges and some of their programs evolved into Associate of Applied Science degrees. At about the same time, they applied for regional accreditation. Suddenly, they were thrust into the world of higher education with its expectations that faculty have bachelor's degrees to teach non-transfer courses and master's degrees to teach courses that might transfer, whether designed to transfer or not.

The largest regional accrediting association is the North Central Association. Technical colleges within this nineteen-state area must satisfy NCA's General Institutional Requirement (GIR) 9 which states,

> It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.

The accompanying explication goes on to add that

> All or nearly all faculty teaching transfer courses . . . hold graduate degrees. (Increasingly, any technical course is liable to be transferable toward a higher degree.)

Other regional accrediting associations have a similar requirement.

Technical colleges subject to state certification / licensure rules list faculty qualifications in ways which differ from regional accrediting association standards like the NCA's. For instance, the number of hours employed doing the job one now teaches others to do may be imperative, while the presence or absence of a master's degree may be irrelevant. To prepare for an accreditation visit, therefore, they need to look anew at their faculty's credentials to determine if they meet the accrediting association's standard.

What follows is a set of materials to help technical colleges preparing for an accreditation visit. Although the details come from the Wisconsin Technical College System and pertain to the North Central Association, they are easily modified to fit the circumstances of technical colleges in other states and in other regional accrediting associations. The materials include the following:

1. A cover letter sent to all faculty of a technical college asking faculty for details about their credentials. It clearly identifies the purpose of the attached survey: preparing for the next NCA visit.
2. A survey form which accompanied the cover letter for faculty to record their credential information. It solicits what will permit the college to determine which faculty member fulfills NCA's GIR 9 and which does not.
3. The structure of a Microsoft Access database into which survey data was entered. The structure is supplied in order to permit readers of this document to replicate it.
4. A sheet which describes the fields used in the database and explains why each is included.
5. Sample data from four fictitious faculty. For every pair of records, the first fulfills the expectations of GIR 9; the second does not.

MEMO

From the office
of the Vice-President,
Instructional Services

DATE: [DATE]

TO: X Technical College

FROM: Vice-President, Instructional Services

RE: Updated Information on Faculty Credentials

At our last North Central Accreditation visit in [year], consultant-evaluators requested information about faculty credentials. Collecting data and putting it into one single report turned out to be a major undertaking because we had to gather and organize this information manually.

To address this problem well in advance of the next NCA visit, we are creating a computer data base and program to generate a report. We need your assistance to make sure the report is accurate and represents the faculty to the best advantage. Please fill out the attached data sheet and return to Human Resources by [date].

NCA FACULTY CREDENTIALS REPORT
1996-1997

NAME _____ **STATUS:** ____ **Contractual (90-100% load)**
____ **Contractual (less than 90% load)**
DIVISION _____ ____ **Part-time**

- **Courses taught in 1996-1997**

- **List areas of [State] Technical College System certification:** (example: English, Accounting)

- **Indicate master craftsman designation if applicable:** (example: Plumbing)

- **Indicate special licensure held if applicable:** (example: Respiratory Therapy)

- **College degree(s) attained/name of degree-granting institutions:** (example: Master of Science-Biology)

- **Number of graduate credits in subject area(s) taught at X Technical College:**

Subject Area	**Number of Graduate Credits**
Example: Theater	21
Speech	8
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return to: Human Resources

Properties

Date Created:	4/26/97 12:26:39 PM	Def. Updatable:	Yes
Last Updated:	5/4/97 7:43:02 PM	Record Count:	8

Columns

Name	Type	Size
ID	Number (Long)	4

Allow Zero Length:	No
Attributes:	Fixed Size, Auto-Increment
Collating Order:	Unknown or Undefined
Column Hidden:	No
Column Order:	1
Column Width:	Default
Data Updatable:	No
Ordinal Position:	1
Required:	No
Source Field:	ID
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Program Type	Text	50

Allow Zero Length:	No
Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	Transfer, Possible Transfer, or Non-Transfer
Ordinal Position:	2
Required:	No
Source Field:	Program Type
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Division	Text	50

Allow Zero Length:	No
Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	Business, Health, Industrial Technology, Arts and Sciences (or whatever instructional units your college has)
Ordinal Position:	4
Required:	No
Source Field:	Division
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Campus		Text	50
	Allow Zero Length:	No	
	Attributes:	Variable Length	
	Collating Order:	General	
	Column Hidden:	No	
	Column Order:	Default	
	Column Width:	Default	
	Data Updatable:	No	
	Description:	Name each site that does its own hiring OR that has its own faculty.	
	Ordinal Position:	5	
	Required:	No	
	Source Field:	Campus	
	Source Table:	Faculty Credentials for NCA	
	Validate On Set:	No	
Last Name		Text	50
	Allow Zero Length:	No	
	Attributes:	Variable Length	
	Collating Order:	General	
	Column Hidden:	No	
	Column Order:	Default	
	Column Width:	Default	
	Data Updatable:	No	
	Description:	The instructor's last name	
	Ordinal Position:	6	
	Required:	No	
	Source Field:	Last Name	
	Source Table:	Faculty Credentials for NCA	
	Validate On Set:	No	
First Name		Text	50
	Allow Zero Length:	No	
	Attributes:	Variable Length	
	Collating Order:	General	
	Column Hidden:	No	
	Column Order:	Default	
	Column Width:	Default	
	Data Updatable:	No	
	Description:	The instructor's first name	
	Ordinal Position:	7	
	Required:	No	
	Source Field:	First Name	
	Source Table:	Faculty Credentials for NCA	
	Validate On Set:	No	
Contract Status		Text	50
	Allow Zero Length:	No	
	Attributes:	Variable Length	
	Collating Order:	General	
	Column Hidden:	No	
	Column Order:	Default	
	Column Width:	Default	
	Data Updatable:	No	
	Description:	Contract (Half-time or more). . . or . . . Non-Contra1t (Part-Time) OR whatever category your college uses to classify faculty	

Ordinal Position:	8	
Required:	No	
Source Field:	Contract Status	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
Bachelor's Degree	Text	50
Allow Zero Length:	No	
Attributes:	Variable Length	
Collating Order:	General	
Column Hidden:	No	
Column Order:	Default	
Column Width:	Default	
Data Updatable:	No	
Description:	Place the letters of the degree here: B.A., B.S., B.S.N., B.M., etc.	
Ordinal Position:	9	
Required:	No	
Source Field:	Bachelor's Degree	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
Bachelor's Degree Major	Text	50
Allow Zero Length:	No	
Attributes:	Variable Length	
Collating Order:	General	
Column Hidden:	No	
Column Order:	Default	
Column Width:	Default	
Data Updatable:	No	
Description:	Place the degree concentration here: English, Education, Nursing, Music, etc.	
Ordinal Position:	10	
Required:	No	
Source Field:	Bachelor's Degree Major	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
Master's Degree	Text	50
Allow Zero Length:	No	
Attributes:	Variable Length	
Collating Order:	General	
Column Hidden:	No	
Column Order:	Default	
Column Width:	Default	
Data Updatable:	No	
Description:	Place the letters of the degree here: M.A., M.S., M.S.N., M.F.A., etc.	
Ordinal Position:	11	
Required:	No	
Source Field:	Master's Degree	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
Master's Degree Major	Text	50
Allow Zero Length:	No	

BEST COPY AVAILABLE

Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	Place the degree concentration here: French, Science Education, Nursing, Painting, etc.
Ordinal Position:	12
Required:	No
Source Field:	Master's Degree Major
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Certification Code 1 — Number (Double) — 8

Allow Zero Length:	No
Attributes:	Fixed Size
Collating Order:	Unknown or Undefined
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Decimal Places:	Auto
Default Value:	0
Description:	Place your state's certification code number here; change the data type to "text" if your state uses words for this field
Ordinal Position:	13
Required:	No
Source Field:	Certification Code 1
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Certification Code 2 — Number (Double) — 8

Allow Zero Length:	No
Attributes:	Fixed Size
Collating Order:	Unknown or Undefined
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Decimal Places:	Auto
Default Value:	0
Description:	Place your state's certification code number here; change the data type to "text" if your state uses words for this field
Ordinal Position:	14
Required:	No
Source Field:	Certification Code 2
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Certification Area 1 — Text — 50

Allow Zero Length:	No

Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	Place your state's instructional area here. For instance, if the certification code is for Social Science, put Anthropology, Economics, Political Science, Psychology, or Sociology here as the case may be
Ordinal Position:	15
Required:	No
Source Field:	Certification Area 1
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Certification Area 2 — Text — 50

Allow Zero Length:	No
Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	See Description for Certification Area 1
Ordinal Position:	16
Required:	No
Source Field:	Certification Area 2
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Subject Taught 1 — Text — 50

Allow Zero Length:	No
Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	List the first subject taught
Ordinal Position:	17
Required:	No
Source Field:	Subject Taught 1
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Subject Taught 2 — Text — 50

Allow Zero Length:	No
Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No

Description:	List the second subject taught	
Ordinal Position:	18	
Required:	No	
Source Field:	Subject Taught 2	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
Graduate Credits in Subject-1	Number (Double)	8
Allow Zero Length:	No	
Attributes:	Fixed Size	
Collating Order:	Unknown or Undefined	
Column Hidden:	No	
Column Order:	Default	
Column Width:	Default	
Data Updatable:	No	
Decimal Places:	Auto	
Default Value:	0	
Description:	List the total number of graduate credits in subject 1	
Ordinal Position:	19	
Required:	No	
Source Field:	Graduate Credits in Subject-1	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
Graduate Credits in Subject-2	Number (Double)	8
Allow Zero Length:	No	
Attributes:	Fixed Size	
Collating Order:	Unknown or Undefined	
Column Hidden:	No	
Column Order:	Default	
Column Width:	Default	
Data Updatable:	No	
Decimal Places:	Auto	
Default Value:	0	
Description:	List the total number of graduate credits in subject 2	
Ordinal Position:	20	
Required:	No	
Source Field:	Graduate Credits in Subject-2	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	
NCA OK for Subject-1	Yes/No	1
Allow Zero Length:	No	
Attributes:	Fixed Size	
Collating Order:	Unknown or Undefined	
Column Hidden:	No	
Column Order:	Default	
Column Width:	Default	
Data Updatable:	No	
Default Value:	No	
Description:	The database will change the flag from "No" to "Yes" only if the number of graduate credits for Subject 1 is equal to or more than 18	
Format:	Yes/No	
Ordinal Position:	21	
Required:	No	

Source Field:	NCA OK for Subject-1	
Source Table:	Faculty Credentials for NCA	
Validate On Set:	No	

NCA OK for Subject-2 — Yes/No — 1

Allow Zero Length:	No
Attributes:	Fixed Size
Collating Order:	Unknown or Undefined
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Default Value:	No
Description:	The database will change the flag from "No" to "Yes" only if the graduate credits for Subject 2 is equal to or greater than 18
Format:	Yes/No
Ordinal Position:	22
Required:	No
Source Field:	NCA OK for Subject-2
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Special Licenses — Text — 50

Allow Zero Length:	No
Attributes:	Variable Length
Collating Order:	General
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	List here any special licenses: ASE Master Mechanic, Registered Nurse, Master Plumber, Pittsburg Steel Certified Welder, Certified Public Accountant, etc.
Ordinal Position:	23
Required:	No
Source Field:	Special Licenses
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Possible Retired by 2002 — Yes/No — 1

Allow Zero Length:	No
Attributes:	Fixed Size
Collating Order:	Unknown or Undefined
Column Hidden:	No
Column Order:	Default
Column Width:	Default
Data Updatable:	No
Description:	List "Yes" only if the faculty member could retire in your state prior to the next NCA accreditation visit; change the field name to reflect the date of the next NCA visit.
Format:	Yes/No
Ordinal Position:	24
Required:	No

Source Field:	Possible Retired by 2002
Source Table:	Faculty Credentials for NCA
Validate On Set:	No

Table Indexes

Name	Number of Fields
PrimaryKey	1

Clustered:	No
Distinct Count:	8
Foreign:	No
Ignore Nulls:	No
Name:	PrimaryKey
Primary:	Yes
Required:	Yes
Unique:	Yes
Fields:	ID, Ascending

Guide for Using the Faculty Credentials Database

Created by George and Rose Ann Findlen

Use the Faculty Credentials Database only if your state uses some certification or licensure system that does not match practices commonly followed by universities which accept credits from your college. It may be that, at your college, there is a conflict between "certified" and "qualified." In Wisconsin, for instance, a faculty member with a B.S. in Broad-Field Social Studies is "certified" to teach Economics as long as s/he has 30 semester hours in the major of which 12 hours are in Economics. However, most senior institutions would not consider a faculty member qualified to teach Economics unless s/he held the M.A. in Economics. Listing faculty by certification code to document the appropriateness of their credentials will not suffice with NCA visiting teams. Your existing reporting documents will continue to meet the needs of your state certification / licensing office. This database and guide will help you meet the needs of the NCA visiting team. Note the presumption that we are looking at faculty who teach in associate degree programs. What follows is based on GIR 9 and its explication on pages 21 and 22 of the *NCA Handbook of Accreditation*.

Program Type. Indicate whether the occupational program the faculty member is assigned to is designed to transfer, may be able to transfer, or does not transfer to a senior level institution. Faculty who teach general education courses or courses which are part of an A.A. or A.S. degree are "transfer" program faculty. Put all occupational faculty teaching in programs for which your college has a formal articulation agreement with a university in the "transfer" category as well. Nursing, Business Administration, and Agribusiness are possible examples. If a nearby university has a major in one of your program areas (like Accounting or Graphic Arts), you may wish to list faculty in that area as "Possible Transfer" even if you do not have a formal articulation agreement with them. Some colleges prefer using only "transfer" and "non-transfer." This field is the primary sort field in the database: all "transfer" faculty are expected to have a master's degree (or at least 18 graduate credits) in the field they teach, whereas "non-transfer" faculty are not.

Division. Indicate which instructional unit the faculty member is in. This field permits you to determine which division needs most help if any.

Campus. Indicate which campus the faculty member is hired to teach at if you are a multi-site institution. Delete this field if you have only one site or if you do not hire faculty for a single campus. This field permits you to determine which campus needs most help upgrading faculty credentials if that is the case.

Last Name. This field identifies a faculty member. Colleges list faculty by last name in the ring binder listing faculty qualifications in the resource room during a site visit. If your college develops a plan for upgrading faculty credentials, this field will be essential.

First Name. If you are a small institution, you may wish to delete this field. Most colleges have at least one person with the same last name as another, however.

Contract Status. Put whatever categories you use at your college here, be it full-time / part-time or contract / non-contract. GIR 9 has us count all faculty. This field permits you to determine which category needs most help if any.

Bachelor's Degree. Put the letters of the degree here -- B.A., B.S., B.S.N., etc. This field is part of what constitutes "appropriate" in the non-transfer areas. Most of us want a Bachelor's of Science in Nursing to teach Nursing but not to teach Psychology.

Bachelor's Degree Major. This field is the heart of what "appropriate" is in non-transfer areas. In the trades (Carpentry, Welding, Automotive Technology, etc.), it is likely to include Vocational Education or Industrial Education. A case can be made for a B.S. with a major in Public Health Education for an instructor who holds an R.N. license and teaches Nursing Assistants. In many of the non-transfer areas, the specific degree is less important than special licenses and work experience. (See the note for "Special Licenses" below.)

Master's Degree. Put the letters of the degree here -- M.A., M.S., M.B.A., etc. This field is part of what constitutes "appropriate" in the transfer areas.

Master's Degree Major. This field is the heart of what "appropriate" is in transfer areas. In all Associate of Arts and Associate of Science fields, the major should be the subject taught. All faculty who teach multiple fields should have at least 18 graduate hours in each subject taught. You will have to be make a case for the use of specialty fields. For instance, a visiting team will likely question you if, to teach general education Psychology, you have hired three people, one with a master's degree in School Psychology and two with a master's degree in Counseling. On the other hand, for an A.A.S. program in Human Services, you can probably make a case for hiring someone with a master's degree in Community Counseling rather than a master's in Social Work if your college is near a large psychiatric hospital.

Certification Code 1. If your state still uses certification codes, put the code assigned to a given faculty member here. In Wisconsin, that code is a number that covers several teaching disciplines. For example, the 809 code covers Economics, Political Science, Psychology, and Sociology, while 806 covers Biology, Chemistry, and Physics.

Certification Code 2. Often, smaller colleges want faculty to teach more than one subject which may involve a second certification code. If a faculty member has a second assigned certification code, place it here. In Wisconsin, for instance, a technical college may want a Mathematics instructor (certification code 804) to teach Physics (certification code 806) as well.

Certification Area 1. If your state has certification codes that include multiple disciplines, list here the discipline that a given faculty member is authorized to teach. Otherwise, delete this field. For example, in Wisconsin, the 809, Social Science certification code includes several disciplines. A given faculty member may be authorized only in Economics.

Certification Area 2. If a given faculty member has a second certification area or has authorization in your state to teach a second discipline within a given certification area, list the second discipline that a given faculty member is authorized to teach. In Wisconsin, many 809 faculty are authorized to teach both Psychology and Sociology. For such cases, list Psychology in Certification Area 1 and list Sociology in Certification Area 2.

Subject Taught 1. List the actual subject taught. This field exists since some colleges assign faculty to teach subjects they are not certified or degreed in. Consider this a management tool which you will use to determine what subjects you need to hire part-time or future full-time faculty to teach. Visiting NCA teams usually match what you print in resource room materials against the printed schedule of class offerings. Note that "subject taught" is typically the course prefix used at the university that your students transfer to.

Subject Taught 2. Add as many additional "Subject Taught" fields as is necessary to capture all subjects the faculty member teaches.

Graduate Credits in Subject 1. List the number of credits. Use the same basis. If most are semester credits, convert quarter credits to semester equivalents.

Graduate Credits in Subject 2. Same as above. Add additional "Graduate Credits" fields as is necessary to capture all subjects the faculty member teaches.

NCA OK in Subject 1. Put "Yes" if the number is 18 semester credits or higher; otherwise, put "No."

NCA Ok in Subject 2. Put "Yes" if the number is 18 semester credits or higher; otherwise, put "No."

Special Licenses. Place any special licenses held by faculty here. For Automotive Technology faculty, list each Automotive Service Excellence test passed. For faculty in the health occupations, list the state or national licensure passed. In many non-transfer fields, these special licenses are your best case for the faculty member not having a bachelor's or master's degree.

Possible Retirement by [Year]. This field will help you do planning. Most state retirement plans add up years of service (which may include service as an employee of another state agency or military service) to age. Use the person's birth date and hiring date to calculate when an individual will be eligible to retire. Indicate, "yes" or "no," for whether the individual will be eligible to retire prior to the next NCA accreditation visit. Use this field with those above to determine which faculty who are not NCA OK will be replaced with new hires prior to the next NCA visit. Use the resulting percentage (NCA OK plus faculty who will retire divided by the total number of faculty) to see if you meet the NCA standard of no fewer than 2/3 with appropriate degrees. If you fall short of this minimum standard, develop a plan to get up to that standard prior to the next NCA visit.

George L. Findlen
Rose Ann Findlen

April 1997

ID	Program Type	Division	Campus	Last Name	First Name	Contract Status	Bachelor's Degree
2	Transfer	General Education	Suburban	Scribeberg	Joanna	Part-Time	B.S.Ed.
4	Transfer	General Education	Downtown	Jungberger	Johans	Full-Time	B.S.
5	Non-Transfer	Industrial Technolog	Suburban	Goodwrenc	Richard	Full-Time	B.S.
6	Transfer	Industrial Technolog	Downtown	Canonola	Michael	Part-Time	B.S.
7	Transfer	Health	Suburban	Neitengale	Dora	Full-Time	B.S.
8	Transfer	Health	Downtown	Cuttler	William	Part-Time	B.S.
9	Non-Transfer	Business	Suburban	Profitt	Dawn	Full-Time	B.S.
10	Transfer	Business	Downtown	Leafwright	Kenneth	Part-Time	B.S.

ID	Bachelor's Degree Major	Master's Degree	Master's Degree Major	Certification Code 1	Certification Code 2	Certification Area 1
2	English Education	M.A.	Rhetoric and Compositio	801	0	English and Speech
4	Psychology	M.Ed.	Professional Developme	809	0	Psychology
5	Industrial Arts			404	0	Automotive Technology
6	Mass Communication			206	0	Visual Communications
7	Nursing	M.S.N.	Public Health Nursing	510	0	Nursing
8	Biology			513	0	Health Science
9	Secretarial Science			106	0	Office Technology
10	Accounting			101	0	Accounting

ID	Certification Area 2	Subject Taught 1	Subject Taught 2	Graduate Credits in Subject-1	Graduate Credits in Subject-2
2	0	English	Speech	22	18
4	0	Psychology	Ecology	0	0
5	0	Automotive Technology		0	0
6	0	Visual Communications		0	0
7	0	Nursing		30	0
8	0	Biology		0	0
9	0	Office Technology		0	0
10	0	Accounting	Computer Informatio	0	0

ID	NCA OK for Subject-1	NCA OK for Subject-2	Special Licenses	Possible Retired by 2002
2	Yes	Yes	none	No
4	No	No	none	No
5	Yes	No	ASE Master Mechanic	Yes
6	No	No	Federal Communications Commission	No
7	Yes	No	Registered Nurse	No
8	No	No	Certified Medical Laboratory Technicia	No
9	Yes	No	Certified Public Secretary	Yes
10	No	No		No

BEST COPY AVAILABLE